

28 July 1954

**MEMORANDUM FOR: SEE DISTRIBUTION**

**SUBJECT: Briefing for Special Study Group**

1. The attached memorandum for Deputy Director (Plans), subject: **Divisional Responsibilities and Functions**, dated 27 July 1954 and signed by Executive Director, Special Study Group has been seen by DCI and DD/P.
2. The purpose is: (1) to provide the Group with basic information well in advance of each briefing in an effort to cut down on the amount of time which the individual briefers will have to spend before the Group and (2) to assist the Group in formulating questions which will bring forth the facts clearly and expeditiously.
3. All memoranda prepared under this directive will remain secure in the Administration Building and will be returned to appropriate Agency authority for destruction at the end of the exercise.
4. These memoranda, in so far as they are generated within the Clandestine Services, should be delivered to C/PPC, 2036 L Building. Memoranda generated by segments of the Agency outside of the Clandestine Services should be delivered to the Executive Director, Special Study Group, Room 224, Administration Building, telephone extension 4353-4.
5. This memorandum is transmitted for prompt compliance.

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Chief, Planning and Program  
Coordination Staff

**Att:**

Memo to DD/P from Exec.  
Sec., Special Study Group,  
dtd 27 July 1954

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